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DDA 81-1362

2 JUL 1981

DD/A REGISTRY

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MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: William N. Hart  
Associate Deputy Director for Administration

SUBJECT: Bottom Three Percent Low Performers

REFERENCE: Multiple Addressee Memorandum from DDA to  
DDA Office Directors, dtd 19 November 1979;  
Subject: Competitive Evaluation - Bottom  
Three Percent Procedures

1. A meeting of the Senior Personnel Resources Board has been scheduled for Tuesday, 28 July 1981, following the DDA Staff Meeting to review Directorate employees who rank in the bottom three percent due to low performance as well as those employees who have been placed in Category IV regardless of percentage ranking.

2. Attachment A contains a list of employees ranked as low performers subsequent to the 27 January 1981 meeting. Updated Biographic Profiles, current Performance Appraisal Reports, and the appropriate Office Directors' memorandums are attached for your review. Please be prepared to provide specific information, as required, on each of these employees.

3. Attachment B contains a list of employees reviewed at the 27 January 1981 meeting. Since further monitoring is required, you should be prepared to brief the Board on the progress of those employees whose cases were not closed.

UNCLASSIFIED UPON  
REMOVAL OF ATTACHMENTS

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4. The Official Personnel Files of the employees to be discussed at the 28 July 1981 meeting will be available for your review in the DDA/Career Management Office, 7D-10 Hqs.

/s/ William N. Hart  
William N. Hart

Attachments:  
As Stated

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DDA/Pers.Off. /  :ba  
(1 July 1981)

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